

# Agenda Item Form

Agenda Date: 09/21/04

Districts Affected: All

Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4509

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution            | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input type="checkbox"/> Other _____                      |   |  |

## Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: \_\_\_\_\_ Months)
- ☐ Other Source: \_\_\_\_\_

## Legal:

- ☒ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority:   ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

The addition of the job specification was requested by the director to comply with licensing requirements for landfill employees in accordance with the mediated settlement agreement with the Texas Commission on Environmental Quality . Minimum qualification were adjusted to reflect initial qualifications necessary to obtain appropriate licenses. The adjustment in minimum qualifications necessitated the creation of a new job class, Refuse Equipment Operator, to distinguish educational and licensing requirements from Equipment Operator II's which exist in several departments.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary & Benefits

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Refuse Equipment Operator** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **3210**. The Grade is **GS 15**.

**PASSED AND APPROVED this 21<sup>st</sup> day of September, 2004.**

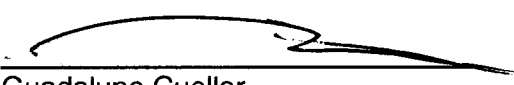
THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Terry A. Bond  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: September 9, 2004

By: \_\_\_\_\_  
Secretary



# Human Resources Department

# 5A-E

## MEMORANDUM

August 20, 2004

To: Civil Service Commission  
Thru: Terry Bond, Human Resources Director *TB*  
From: James Sienkiewicz, Classification and Compensation Manager *JS*  
Ana I. Sanchez, Personnel Analyst II *ais*  
Re: New and Revised Job Classes

Human Resources recommends Commission approval of the job classification items listed below. See attached proposed and strike-through versions of the specifications.

TITLE		CODE	GRADE
Proposed	New Job Class		
	Refuse Equipment Operator	3210	GS 15
	Revised Job Classes		
	[REDACTED]	3340	GS 12
OFFICIAL	[REDACTED]	Same	Same
OFFICIAL	[REDACTED]	Same	Same
OFFICIAL	[REDACTED]	Same	Same

Addition of and changes to the subject job specifications were requested by the Interim Solid Waste Management Director to comply with licensing requirements for landfill employees in accordance with the mediated settlement agreement filed with the Texas Commission on Environmental Quality (TCEQ). Minimum qualifications were adjusted to reflect initial qualifications necessary to obtain appropriate licenses. The adjustment in minimum qualifications necessitated the creation of a new job class, Refuse Equipment Operator, to distinguish educational and licensing requirements from Equipment Operator II's which exist in several departments. Additional changes included clarification of duties, insertion of lead, supervisory and incidental paragraphs where appropriate, minor wording edits, reformatting, grammatical corrections, title changes, and signature line retitlings. The duties of the positions in the revised job classes remain substantially the same, therefore, no changes in grades were warranted. The affected incumbents meet the minimum education and experience requirements, however, their retention in respective proposed job classes is contingent on individuals successfully passing the licensing examination and obtaining the required certification in accordance with the mediated settlement agreement.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

*"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade.*

*"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."*

Labor and Trades Branch  
Solid Waste Management Custodial, Labor and Trades Group  
Solid Waste Management Equipment Operation Series

**REFUSE EQUIPMENT OPERATOR-II**

078/9045 (SPAISB)

**Summary General Purpose**

Under general supervision, on assigned shift, operate any combination of medium sized sized landfill equipment or other related automotive equipment, construction and other specialized automotive equipment.

**Typical Duties**

Operate Perform a variety of medium sized equipment such as front end loaders, semi tractor, tractor trailer, rotary mowers, dump truck, bob cat, bucket loaders, and related medium sized automotive equipment, established street, utility, landscape or comparable construction, maintenance and hauling assignments as directed. Involves: driving and controlling backhoes, front end loaders, rollers (five to eight ton), large scale gang, slope and rotary mowers, street sweepers, multiple purpose vacuum truck, semi tractor, and other related automotive vehicles; aAttaching, ssetting up, starting, stopping, positioning, guiding and manipulating powered mechanical, electrical, hydraulic or pneumatic apparatus; MMonitoring instruments and adjusting such factors as speed, flow, temperature and pressure; fFeeding, bearing-off, hoisting, and transporting solid and fluid materials and machinery to different sites. Perform pre-trip inspection, fuel and service equipment as necessary to maintain proper operating condition and safety requirements. Comply with safety requirements.

Serve as leadworker, if assigned. Involves: Train less knowledgeable employees in electronics repair or maintenance work processes. Recommend areas for employee skill improvement. Schedule, assign and instruct in tasks to be performed. Check work and provide guidance to overcome difficulties encountered. Provide input to supervisor for evaluation of employee performance.

Perform related related incidental duties contributing to realization of unit or team objectives as required. Inevolycludes: fueling, inspecting and servicing equipment as necessary to maintain proper operating condition and meet safety requirements; Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, if delegated. Provide designated support for projects or activities of other employees as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean. Instruct landfill attendants as to location of overloading of refuse, acting as crew leader to assign and instruct designated helpers in specific tasks as delegated; eOperating any light or heavy equipment, under immediate supervision, or vehicles operated by Equipment Operator I's, if qualified, as required for emergency, relief or training purposes, when regularly assigned employees are unavailable or to accommodate temporary adjustments in normal work schedules; operating heavy equipment under immediate supervision for emergency, relief or training purposes as assigned. Screen for hazardous materials.

**Knowledge, Abilities and Skills**

- Good knowledge of federal, state and local laws, regulations, rules and ordinances, and City and departmental policies and procedures relating to occupational hazards and safety precautions.
- Good knowledge of pre-operational and operational practices and procedures, servicing requirements, capabilities, limitations and safety features of assigned equipment.
- Good knowledge of pertinent traffic laws, ordinances and regulations.
- Ability to apply common sense understanding to perform work assignments in accordance with oral and written instructions.
- Ability to detect mechanical problems and comply with safe working practices and procedures.
- Ability to solve problems involving several tangible or definite variables in or from standardized situations.
- Ability to establish and maintain courteous and cooperative relationships with co-workers.
- Ability to direct the work of assigned helpers.
- Skill in basic keyboarding and in safe operation and care of assigned medium construction or trucking equipment.

**Other Job Characteristics**

- Frequent exposure to moving machinery and equipment, uneven terrain, inclement weather conditions, animals, reptiles, hazardous chemicals, fumes and materials common to the collection, transportation and disposal of solid waste, hazardous materials and recyclables.
- Frequent lifting and carrying of moderate weight objects (up to 60 pounds).

**Minimum Qualifications**

Education Training and Experience: High School Diploma or General Education Development (G.E.D.) Completion of eighth grade and, plus two (2) years experience operating medium equipment such as trucks, tractors and related medium automotive equipment; or certified completion of the City's Heavy Equipment Operation Course and one year experience as stated above Four (4) years of solid waste experience, as defined by Texas Commission on Environmental Quality (TCEQ), may substitute for the required education. Thirty (30) college hours from an accredited institution may substitute for a maximum of one (1) year of experience four (4) years solid waste experience (as defined by Texas Commission on Environmental Quality) including cash handling. Experience may be substituted at the rate of thirty (30) college hours from an accredited institution for one (1) year of experience, up to a maximum of one (1) year.

; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: operation, servicing requirements, capabilities, limitations and safety features of assigned equipment; pertinent traffic laws, ordinances and regulations.

Ability to: apply common sense understanding to perform work assignments in accordance with oral and written instructions; solve problems involving several tangible or definite variables in or from standardized situations; establish and maintain courteous and cooperative relationships with co-workers; direct the work of assigned helpers.

Skill in the efficient and safe operation of assigned medium size construction or trucking equipment.

Physical Requirements: Move medium weight objects (up to 50 pounds) regularly; mobility in a field environment; moderate exposure to all types of weather and other unpleasant or somewhat hazardous working conditions.

**Special Requirements:**

Positions assigned duties which requiring a valid Commercial Driver's License (CDL) to operate vehicles or positions of a safety sensitive nature as outlined by federal law and City policy on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing as outlined by federal regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Perform shift work as assigned.

**Licenses and Certificates:**

- Valid GClass "B" Commercial Driver's License (CDL) or equivalent from another state by time of appointment;
- Valid CClass "A" CDL required for positions, which operate semi-tractor trucks by time of appointment.
- Valid Texas Municipal Solid Waste Technician Class "C" License or meet initial requirements for obtaining license within six (6) months of appointment, or provisional letter within one (1) year of appointment which must be converted to corresponding license in accordance with TCEQ provisions.

**Special Requirements:**

- Positions requiring a valid CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations.
- Perform shift work as assigned.

---

Human Resources Director of Personnel

---

Department Head

Labor and Trades Branch  
Solid Waste Management Group  
Solid Waste Management Series

**REFUSE EQUIPMENT OPERATOR**

08/04 (AIS)

***General Purpose***

Under general supervision, on assigned shift, operate medium sized landfill equipment or other related automotive equipment.

***Typical Duties***

Operate a variety of medium sized equipment such as front end loaders, semi tractor, tractor trailer, rotary mowers, dump truck, bob cat, bucket loaders, and related medium sized automotive equipment. Involves: Attach, set up, start, stop, position, guide and manipulate powered mechanical, electrical, hydraulic or pneumatic apparatus. Monitor instruments and adjust such factors as speed, flow, temperature and pressure. Feed, bear-off, hoist, and transport solid and fluid materials and machinery to different sites. Perform pre-trip inspection, fuel and service equipment as necessary to maintain proper operating condition and safety requirements. Comply with safety requirements.

Serve as leadworker, if assigned. Involves: Train less knowledgeable employees in electronics repair or maintenance work processes. Recommend areas for employee skill improvement. Schedule, assign and instruct in tasks to be performed. Check work and provide guidance to overcome difficulties encountered. Provide input to supervisor for evaluation of employee performance.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, if delegated. Provide designated support for projects or activities of other employees as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean. Instruct landfill attendants as to location of overloading of refuse. Operate any light or heavy equipment, if qualified, as required for emergency, relief or training purposes. Screen for hazardous materials.

***Knowledge, Abilities and Skills***

- Good knowledge of federal, state and local laws, regulations, rules and ordinances, and City and departmental policies and procedures relating to occupational hazards and safety precautions.
- Good knowledge of pre-operational and operational practices and procedures, servicing requirements, capabilities, limitations and safety features of assigned equipment.
- Good knowledge of pertinent traffic laws, ordinances and regulations.
- Ability to apply common sense understanding to perform work assignments in accordance with oral and written instructions.
- Ability to detect mechanical problems and comply with safe working practices and procedures.
- Ability to solve problems involving several tangible or definite variables in or from standardized situations.
- Ability to establish and maintain courteous and cooperative relationships with co-workers.
- Ability to direct the work of assigned helpers.
- Skill in basic keyboarding and in safe operation and care of assigned medium construction or trucking equipment.

***Other Job Characteristics***

- Frequent exposure to moving machinery and equipment, uneven terrain, inclement weather conditions, animals, reptiles, hazardous chemicals, fumes and materials common to the collection, transportation and disposal of solid waste, hazardous materials and recyclables.
- Frequent lifting and carrying of moderate weight objects (up to 60 pounds).

***Minimum Qualifications***

Education and Experience: High School Diploma or General Education Development (G.E.D.), plus two (2) years experience operating medium equipment such as trucks, tractors or related medium automotive equipment. Four (4) years of solid waste experience, as defined by Texas Commission on Environmental Quality (TCEQ), may substitute for the required education.

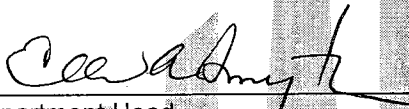
Licenses and Certificates:

- Valid Class "B" Commercial Driver's License (CDL) or equivalent from another state by time of appointment.
- Valid Class "A" CDL required for positions, which operate semi-tractor trucks by time of appointment.
- Valid Texas Municipal Solid Waste Technician Class "C" License or meet initial requirements for obtaining license within six (6) months of appointment, or provisional letter within one (1) year of appointment which must be converted to corresponding license in accordance with TCEQ provisions.

Special Requirements:

- Positions requiring a valid CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations.
- Perform shift work as assigned.

  
Human Resources Director

  
Department Head

OFFICIAL